# CHALLENGE SHORTHAND MANUAL

## WRITING LESSONS

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BY MALCOLM SCOUGALE
WEATHERFORD, TEXAS

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| LESSON I. | LESSON II. |
|---|---|
| 9a. | 21a. |
| | |
| 10a. | 23a. |
| 11a. | |
| 12a. | 24a. |
| 13a. | |
| 14a. | |
| 15a. | 25a. |
| | 26a. |
| 16a. | |
| 17a. | |
| 18a. | 27a. |
| | 28a. |
| | 29a. |

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LIB SETS

## A FEW WORDS ABOUT WORDSIGNS, CONTRACTIONS AND PHRASES

During the preparation of this work the writer-- then a writer of Graham (Pitmanic) shorthand--seeking to abridge the very long lists of wordsigns and contractions that he had mastered, prepared a list of about 900 words. Selecting a block of 1000 words from testimony, and 1000 from correspondence, and from news items, and from editorial work, and checking each 1000 words with his 900 list of wordsigns and contractions, making like tests again and again, he arrived at practically the result here given, which is taken from four such checked lists now before him. These checked lists show that in one or more of the blocks of 1000 words, a list of about 60 words includes all that were used five or more times each; and in one or more of such selections of 1000 words, a list of 12 to 15 included all words used 2, 3, or 4 times each; and that beyond this, words of the 900 list do not furnish more than two, three, or four words in any 1000, of any English composition. This work presents lists of these frequently recurring words, and a few other words less frequently used; and includes therewith some useful and easily memorized contractions and phrase signs.

At the end of the Writing Lessons will be found a fuller list of word- and phrase-signs and contractions, which the student may learn after the general course is completed, or after actual business employment.

Where words of this longer list occur in the Writing Lessons, they are given the abbreviated forms, and these the student will become familiar with as they occur.

The instruction given in paragraphs 31 and 32 of the Text may be ignored, because of this changed arrangement of the wordsigns.

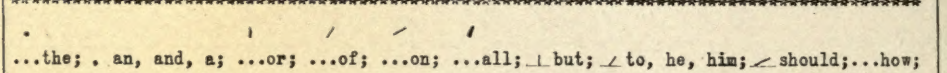
A single character, denoting a word, is a wordsign. An outline consisting of more than one character, but not a full representation, is a contraction. A character, or joined characters, representing two or more words, is a phrase sign.

Note that one sign may be, in some instances, used for each of two or more words, and the student may depend upon the fact that in each of these cases safety in reading has been secured.

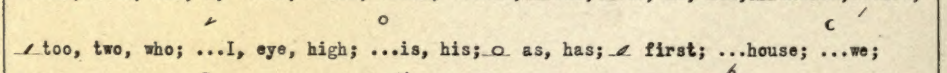
A dotted line is here used to show words to be written in first position--above the line, or in third position-- through or below the line. Words to be written in the second position-- resting on the line, are here written without dotted lines.

In the list 31 a., all the tick wordsigns are written downward, except the ticks for "on" and "should", which are written upward.

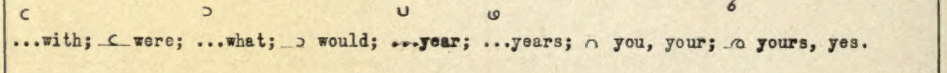
Be very thorough with the wordsigns and contractions as you proceed with study.



...the; . an, and, a; ...or; ...of; ...on; ...all; but; to, he, him; should;...how;



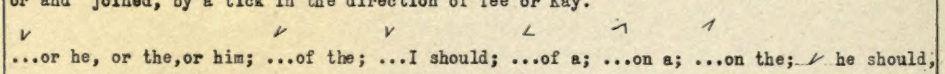
too, two, who; ...I, eye, high; ...is, his; as, has; first; ...house; ...we;



...with; were; ...what; would; ...year; ...years; you, your; yours, yes.

## VOWEL AND CONSONANT COMBINATIONS, AND PHRASES

"The" joined, may be indicated by a tick in the direction of Pee or Ray; and "a, an, or and" joined, by a tick in the direction of Tee or Kay.



...or he, or the,or him; ...of the; ...I should; ...of a; ...on a; ...on the; he should,

to him, to the; should he, should the; .....highly, I will; ..... I am, I may;

he may; .....I may be; .....he may be; ...is as, is his, his is, his has; as is,

as has, has his, has as; the first; ...always; he has, himself, to his; yourself;

yourselves; yes, sir; whom; tomorrow.

32 a. CLASS 2. STROKE WORDSIGNS AND CONTRACTIONS

will; .....whole; .....also; .....left; .....wish; shall; .....hear,here,her;

are; .....hope, party; .....possible-y; .....purpose; .....purposes; be, object-d

.....to be; subject; .....subjected; for; .....February; .....forever; .....ever;

have; .....however; .....work; which; .....away; .....large; .....enlarge;

.....January; it; its, it is, it has; .....itself; .....at first; .....dollar; do; think

.....thank-ed, thousand; them; this; .....those, thus; themselves; .....us; was;

.....give-n; .....together; .....gather; am; .....Misses; .....Mrs; .....somewhere

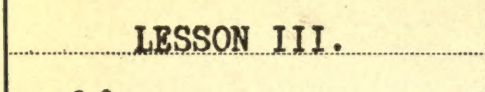
.....something; .....some way; .....mistake; .....may be; ..... impossible;

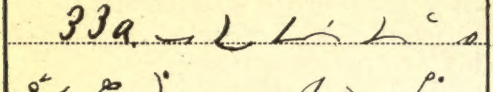
.....impossibility; .....in, any; .....own; .....never; .....next; .....now; .....new,

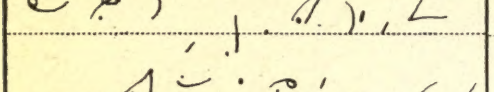
knew; .....anything; .....nothing; .....New Jersey; .....thing; .....long, along;

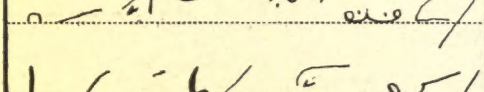
.....length; .....stenography; .....stenographer; .....stenographic-ally.

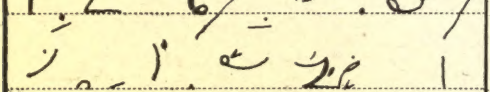
## LESSON III.

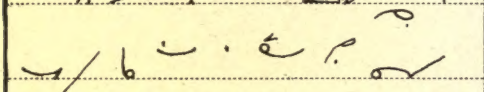
33a 

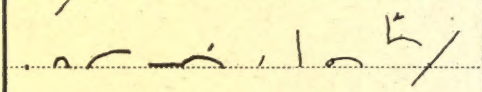


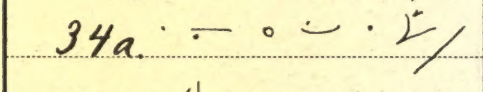


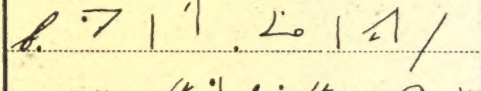


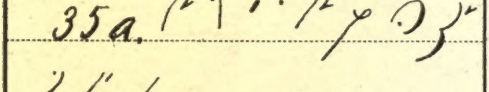


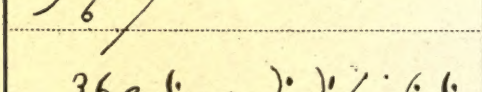


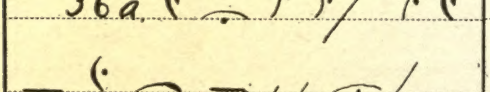
34a 



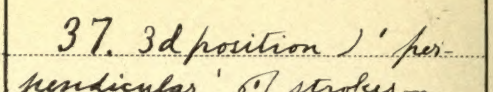
35a 

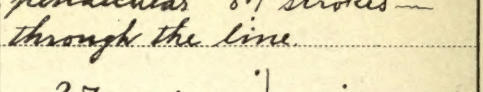


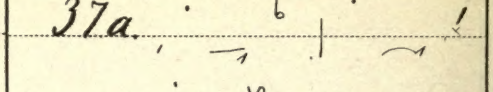
36a 

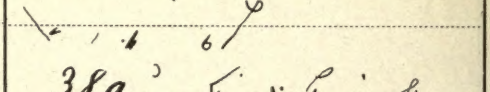


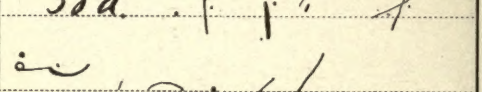
37. 3d position ) ' perpendicular ' of strokes — through the line.

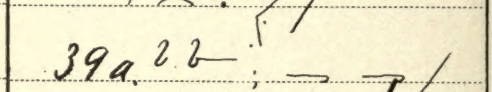
37a 

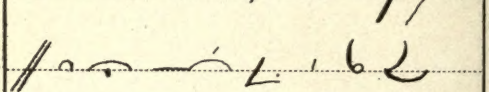


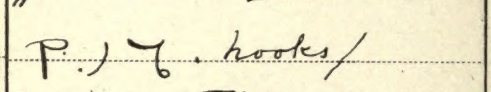
38a 

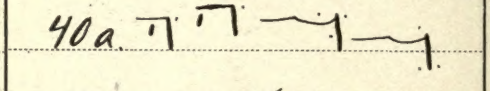


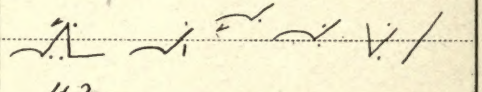
39a 

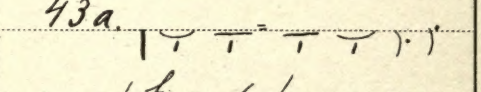


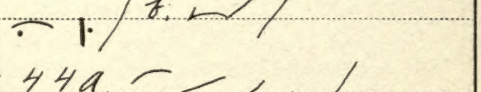

hooks/

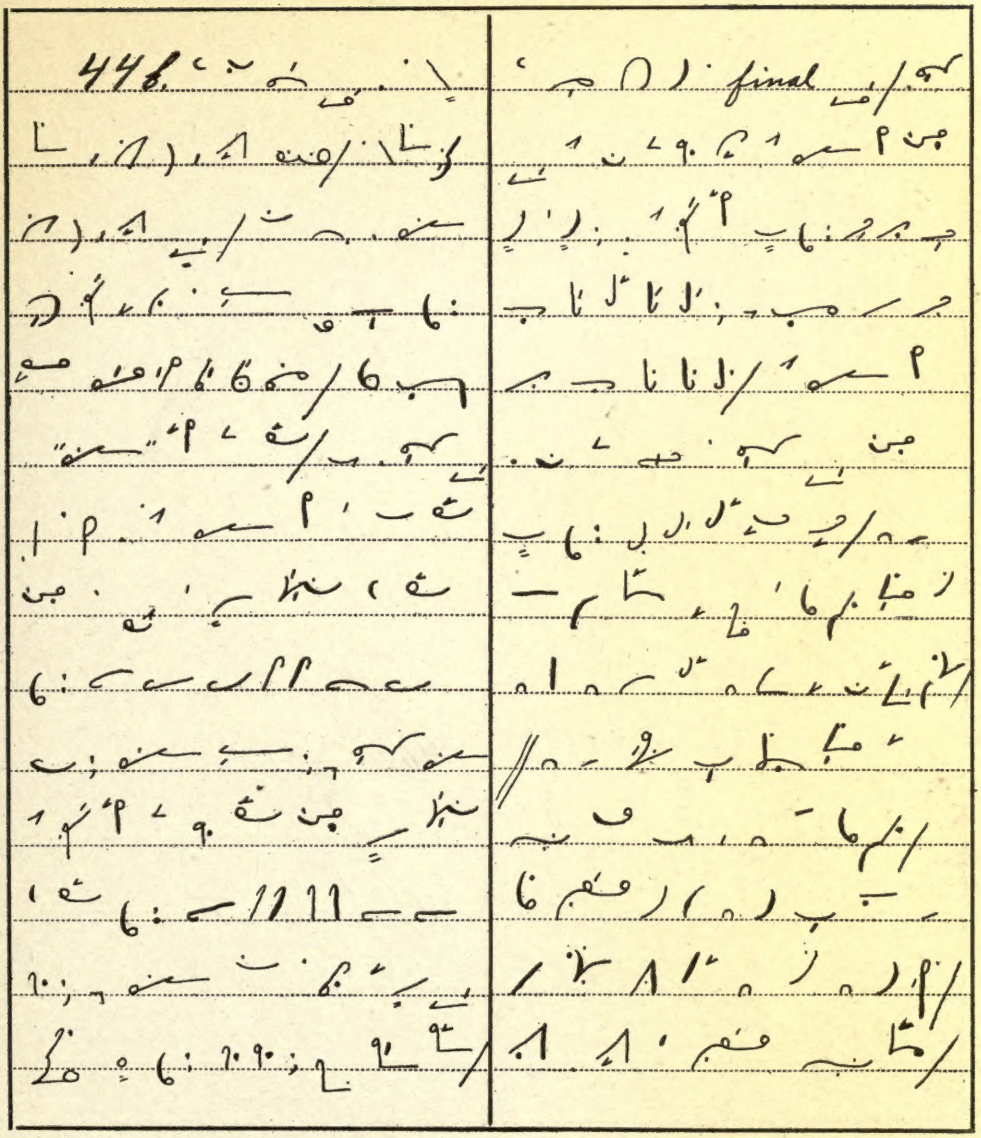
40a 



43a 



44a 



## LESSON IV.

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## LESSON V.

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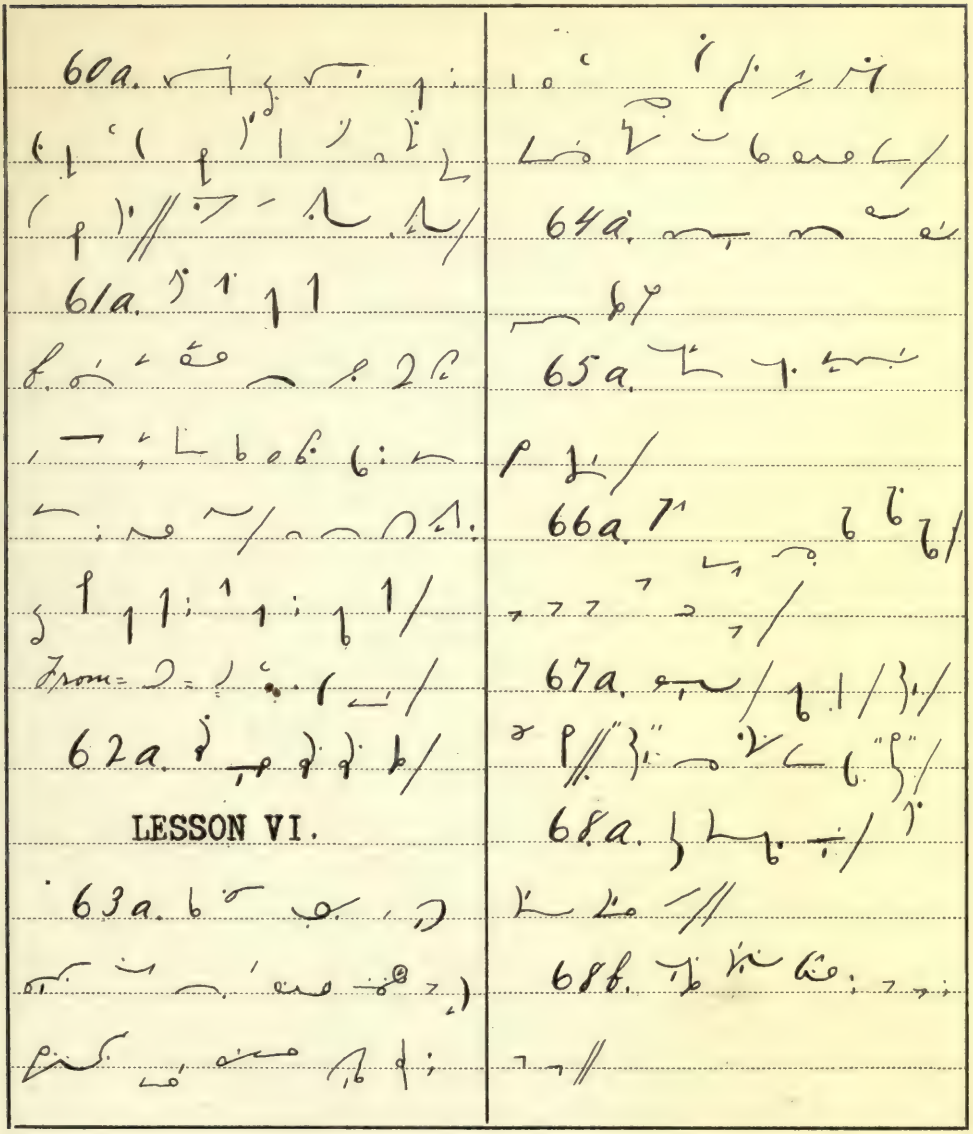

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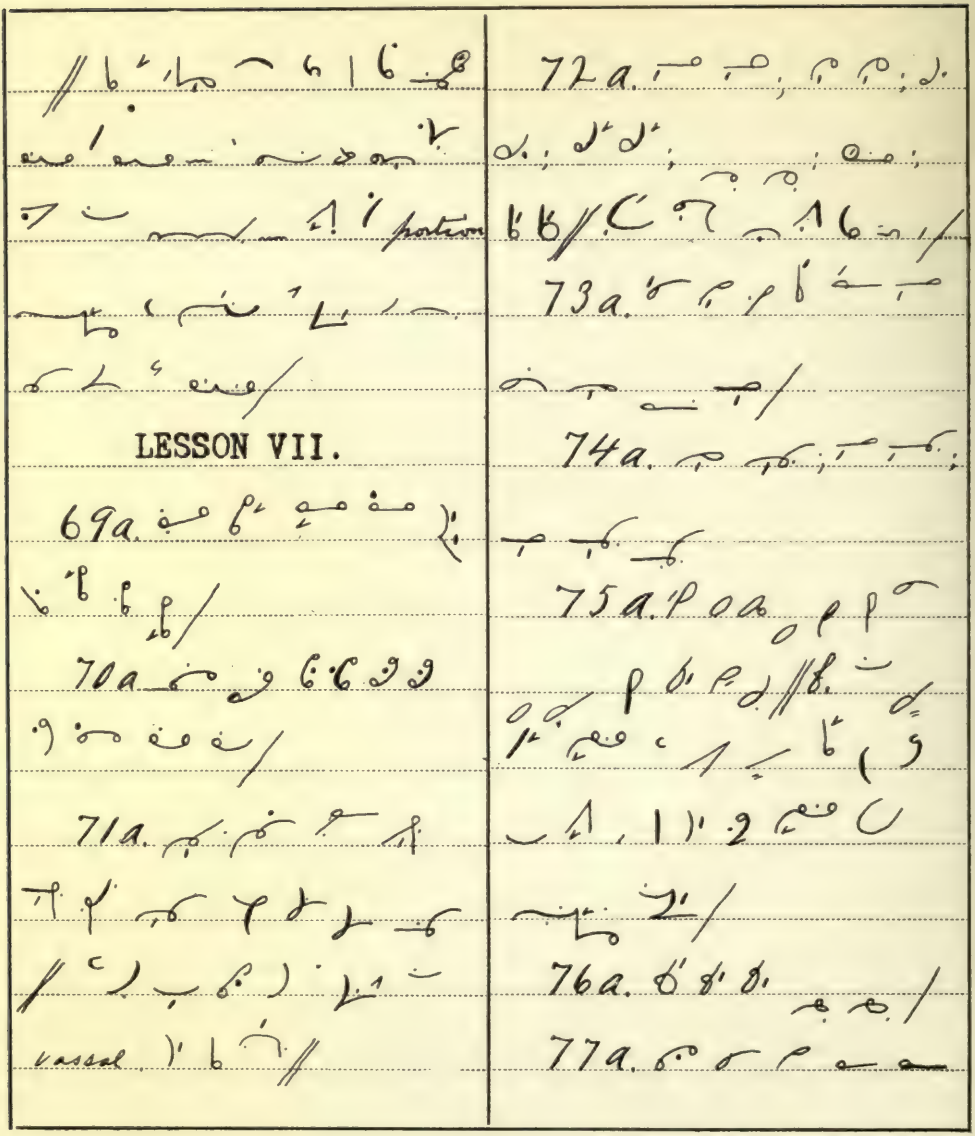

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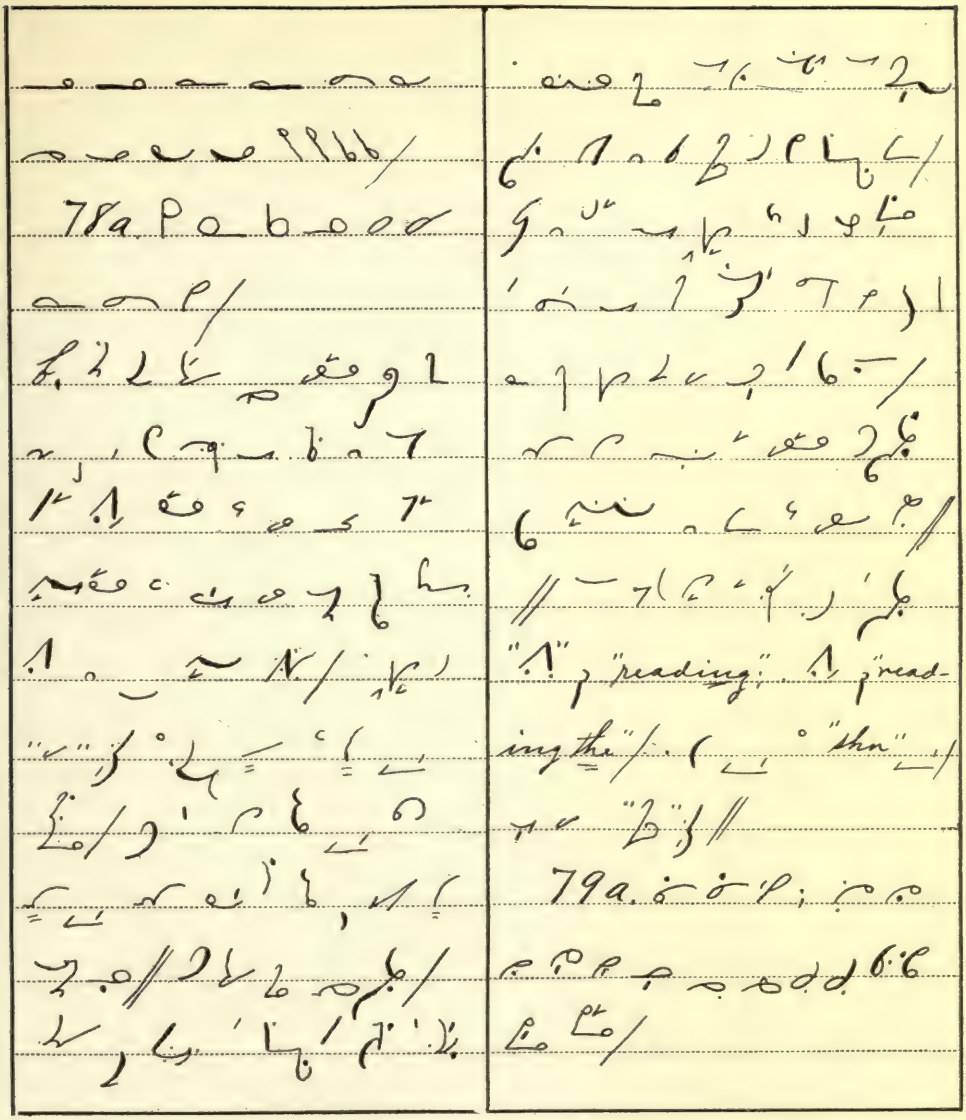
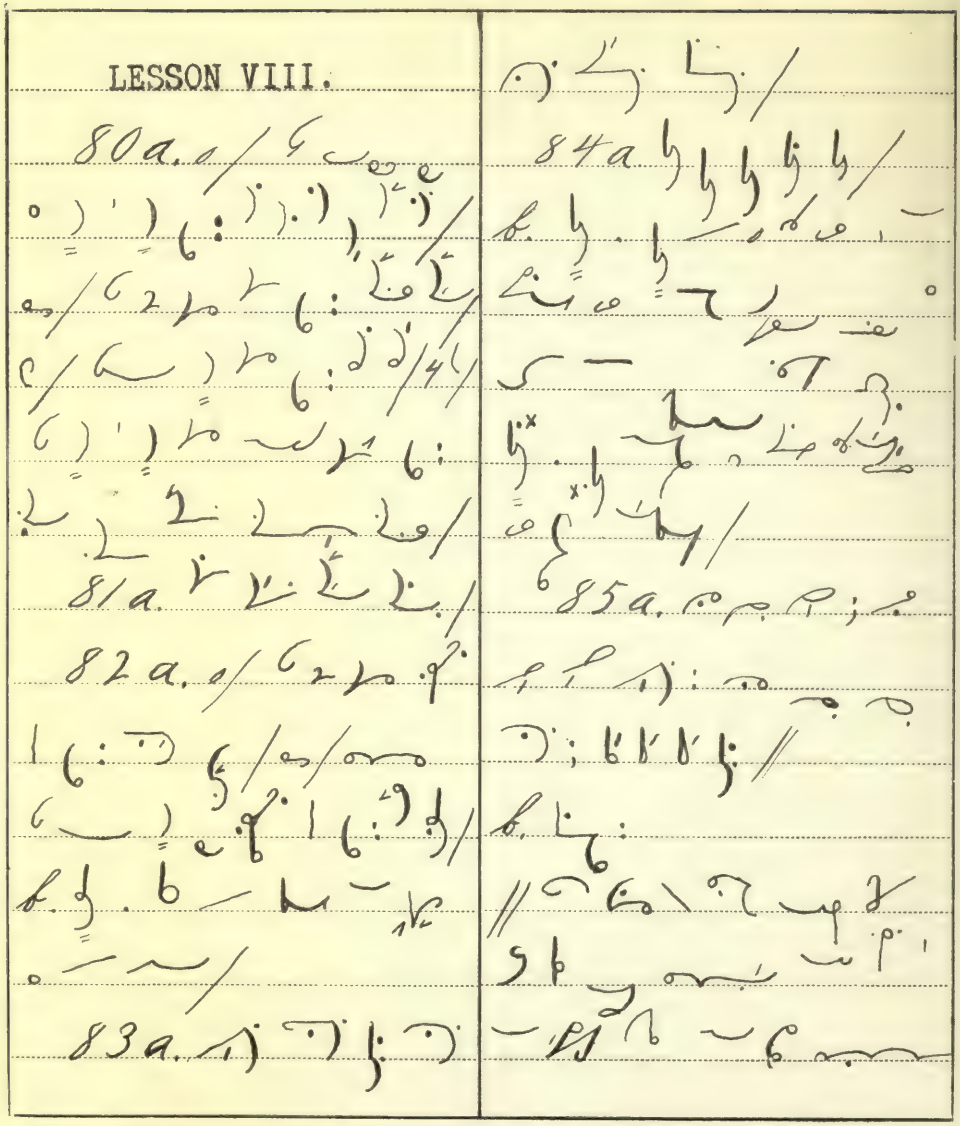
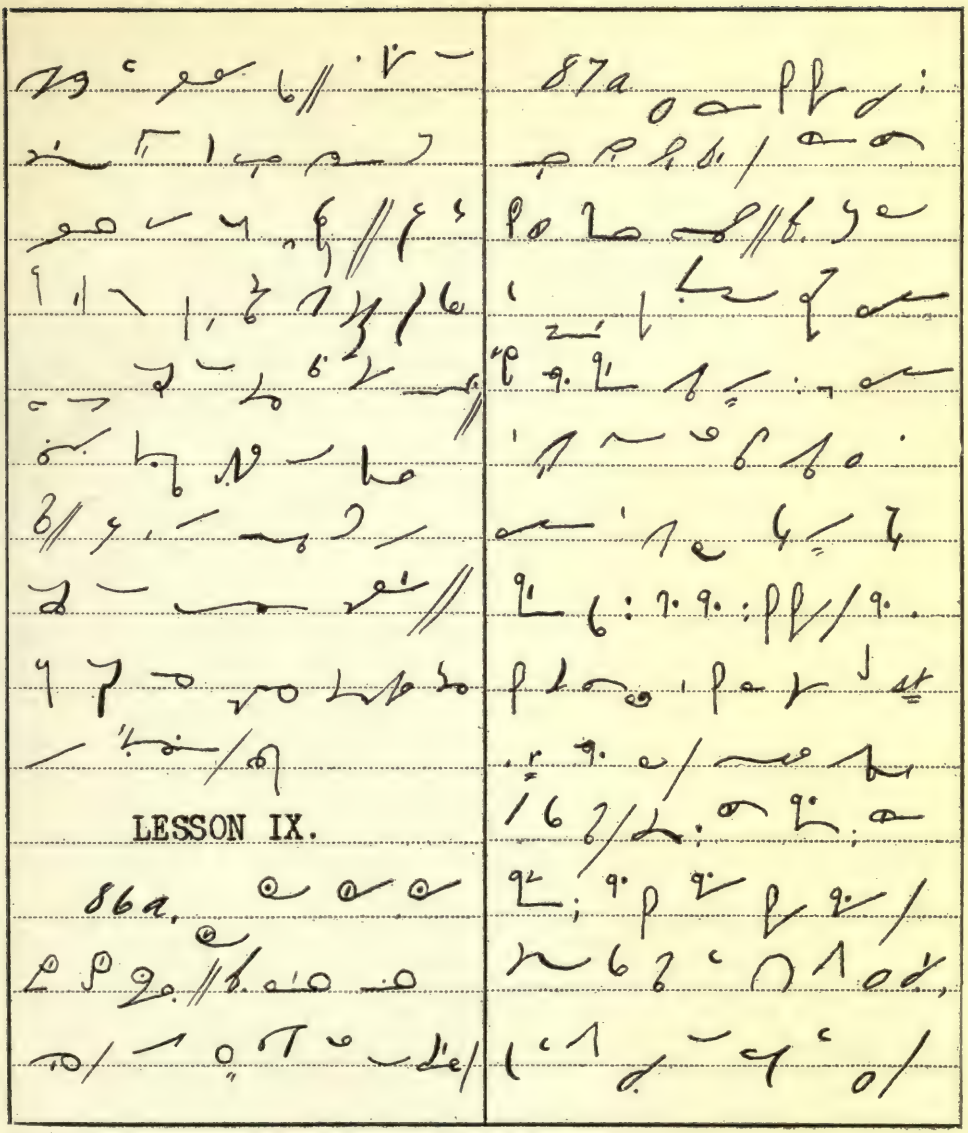



LESSON VIII.
80a.
81a.
82a.
83a.
84a.
85a.



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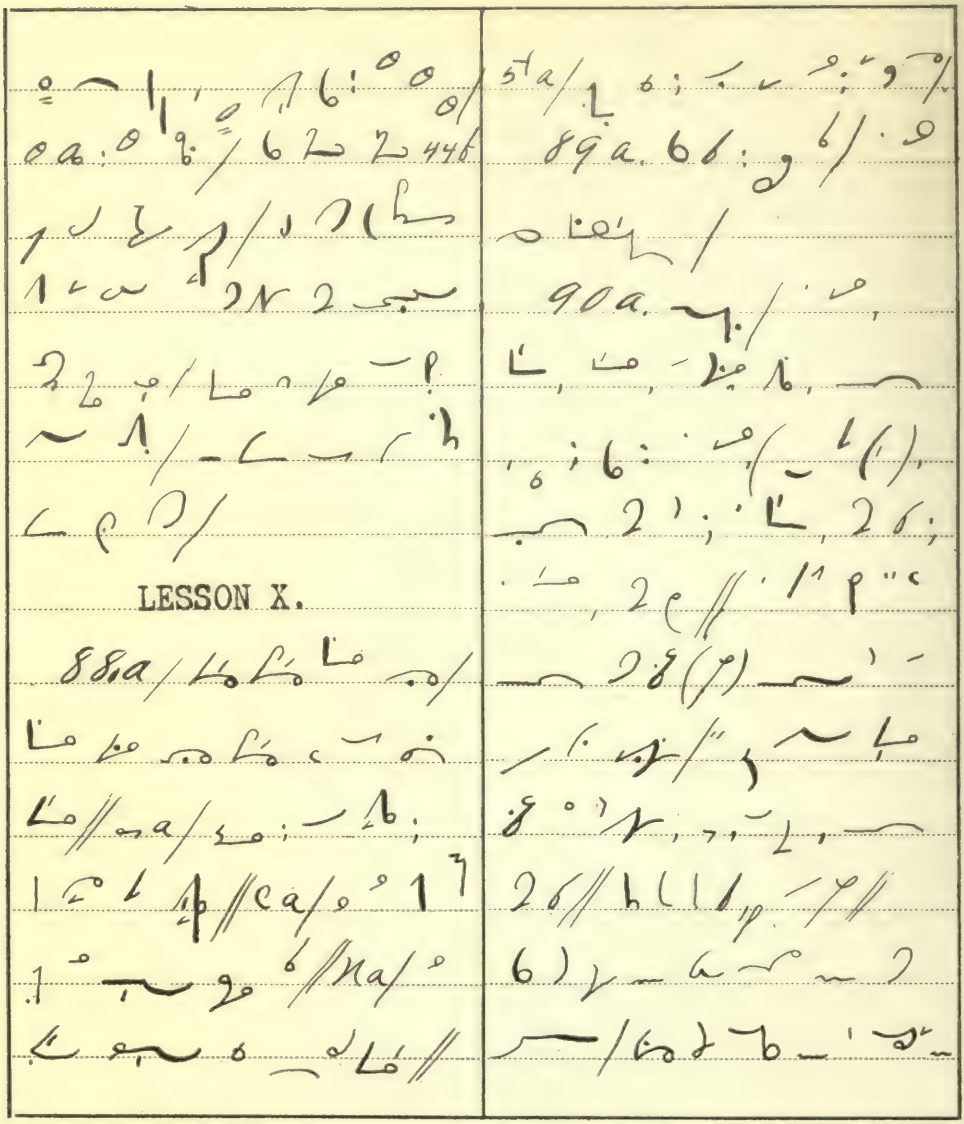

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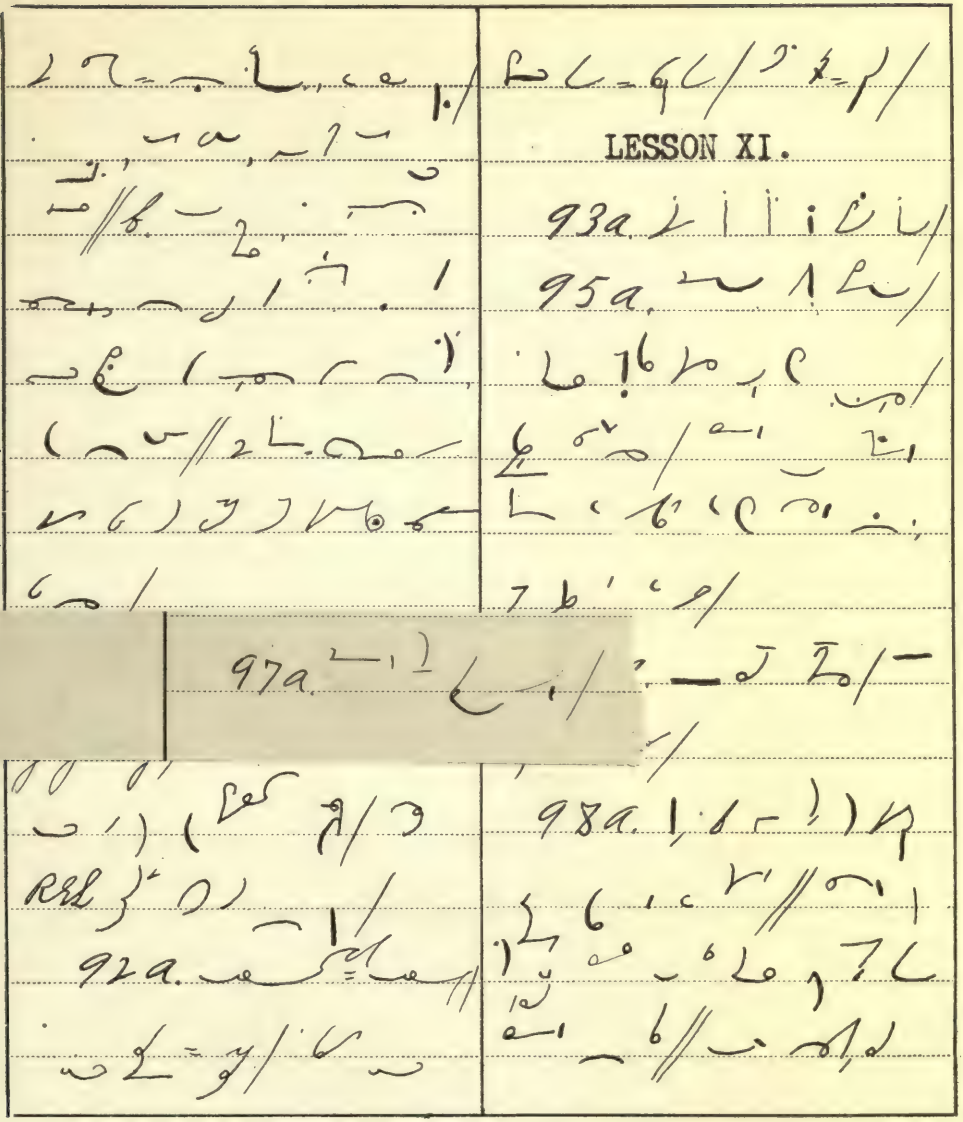
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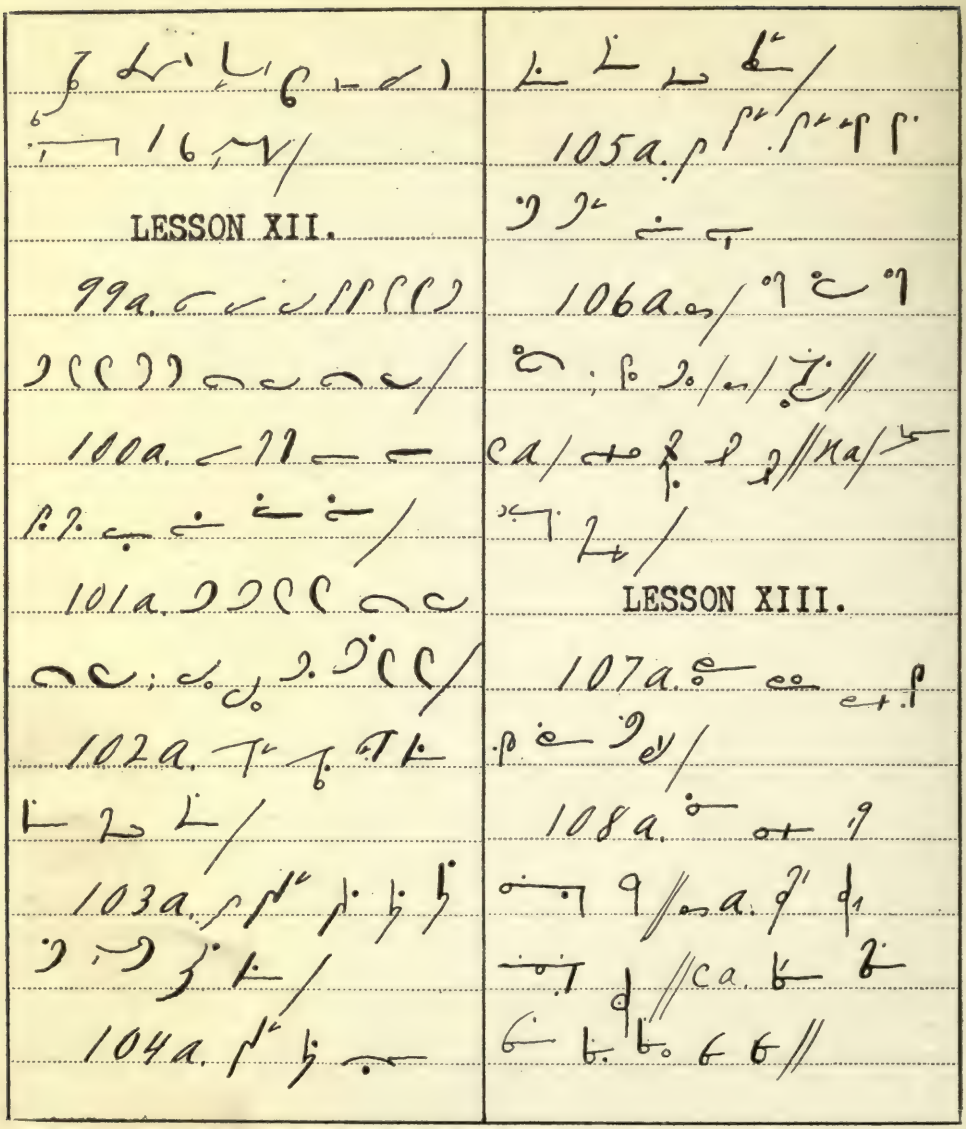
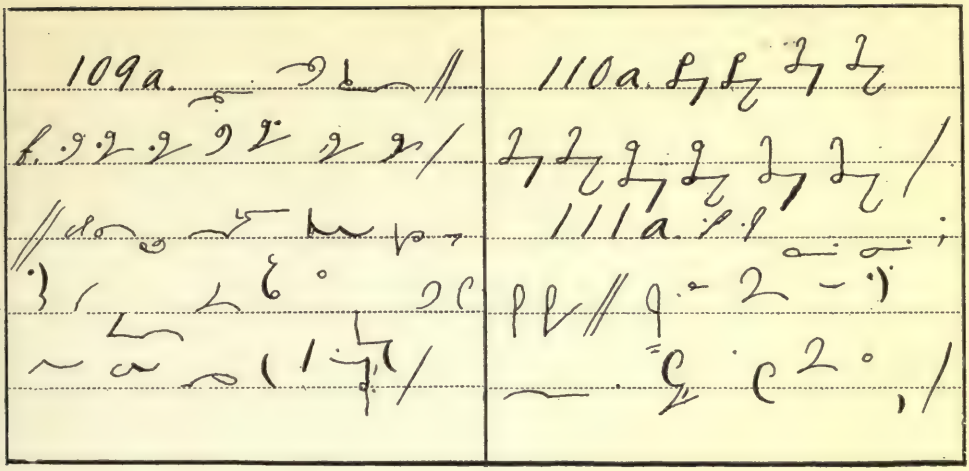


LESSON XII.

LESSON XIII.




112 a. CLASS 2. L- and R-HOOK SIGNS AND CONTRACTIONS.

.....comply; ..apply; .....applicable-ity; .....appear, proper; principle-al;

...property; ...probable-y; ...probability; ..product; (protect); ....surprise

....surprised; express; expressed; expressive; ..suppress; .. suppressd

remember; ..number; full-y; from; .....over; every,very; ....charge;

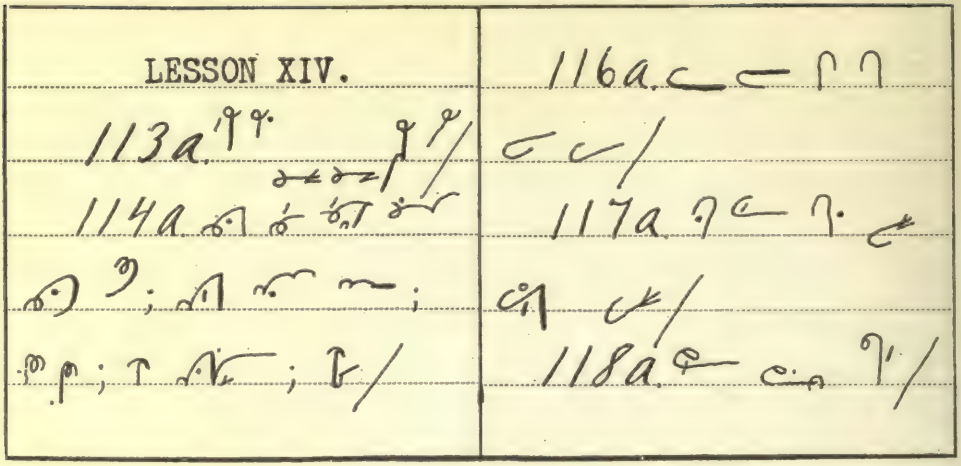
...larger; ....chargeable; ... until; it will, tell; .at all; at our; etc.;

... doctor, dear; consider; ..considerable-y; they will; they are, their,there;

other; .....difficult-y; .....correct; ..... care, car; ..... crew;.... describe

.....Mr; more; only; .....annual-ly; .....unless; .....near, nor; ..northwest.

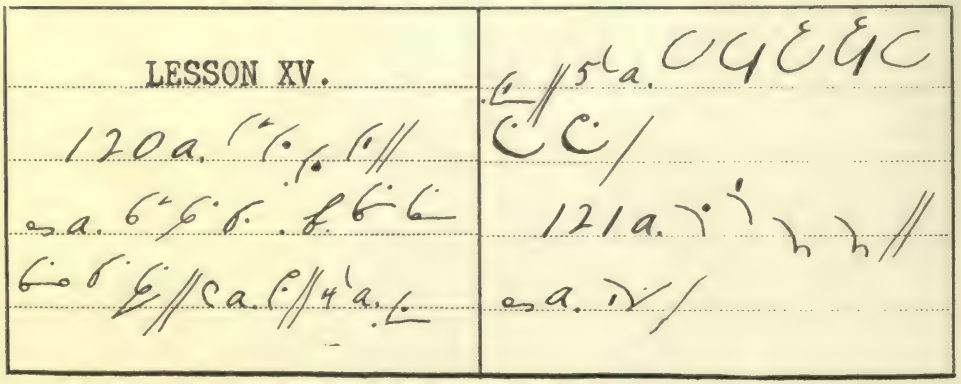
## LESSON XIV.

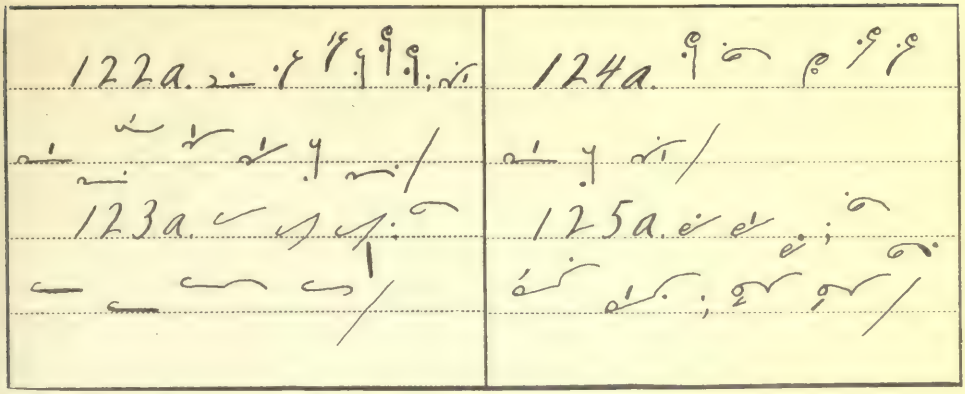


119 a. CLASS 2. IN- LER- and REL-HOOK SIGNS

....inconsiderate; ..unconsidered; instruct-ed; ....railroad; explore-d; ....unexplored

## LESSON XV.

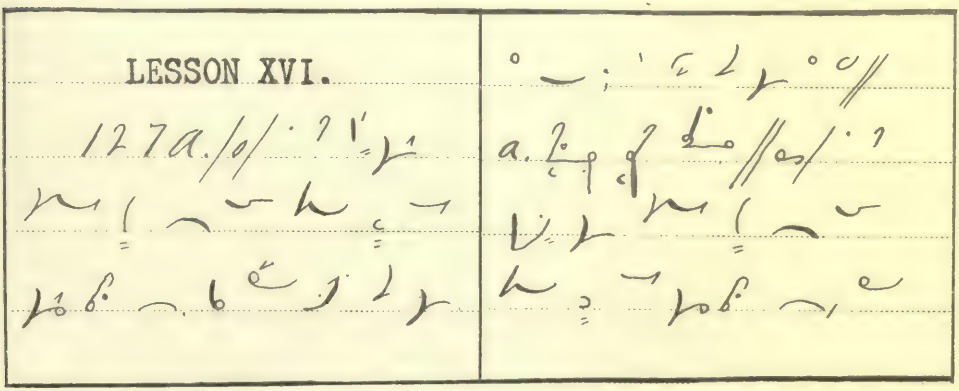


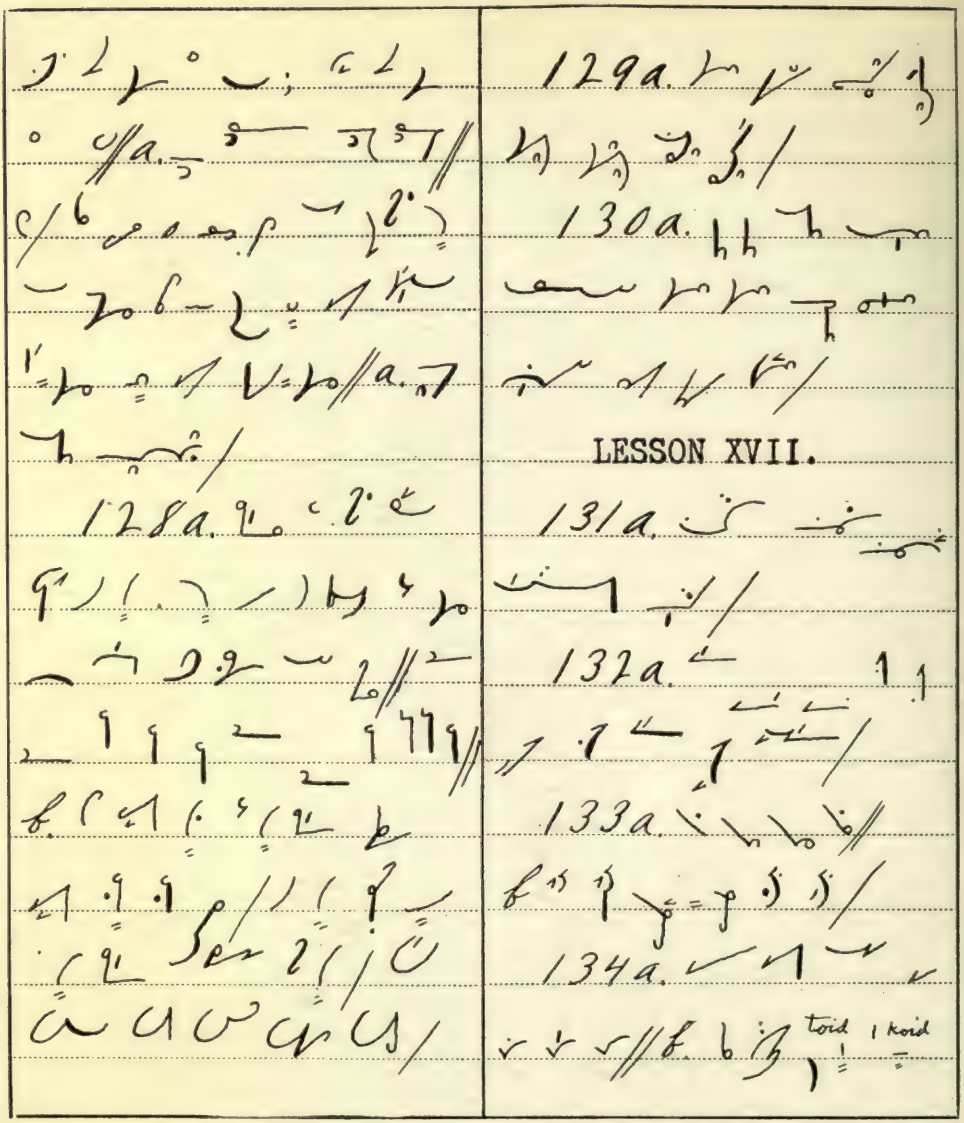


126 a. CLASS 2. BRIEF-W and -Y WORDSIGNS AND CONTRACTIONS

.....we will; .....we are; ..... where; .....aware; .....wherever; ..... we may, with me;

.....we know; .....we never; .....we shall; .....New Year; .....New York; .....New YorkCity




129a.
130a.
LESSON XVII.
131a.
132a.
133a.
134a.
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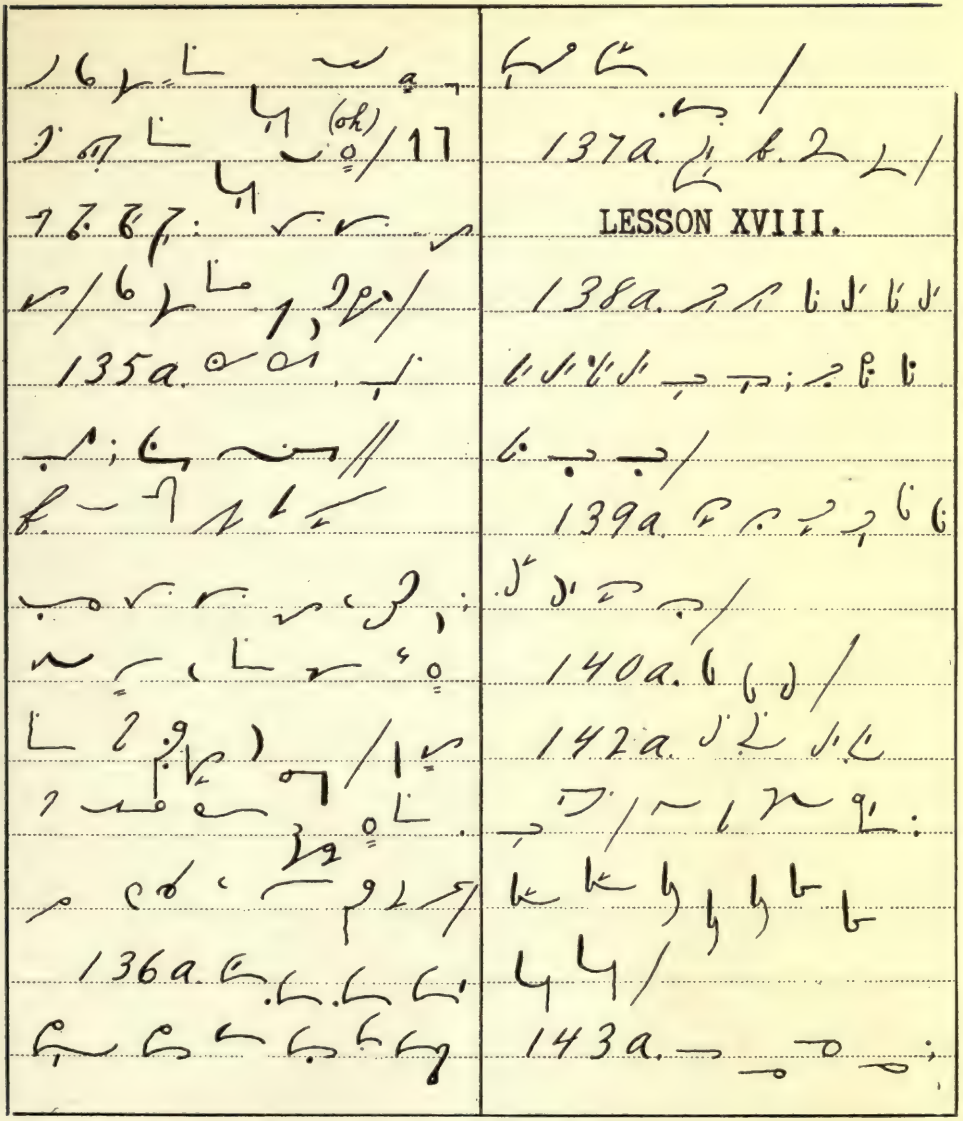
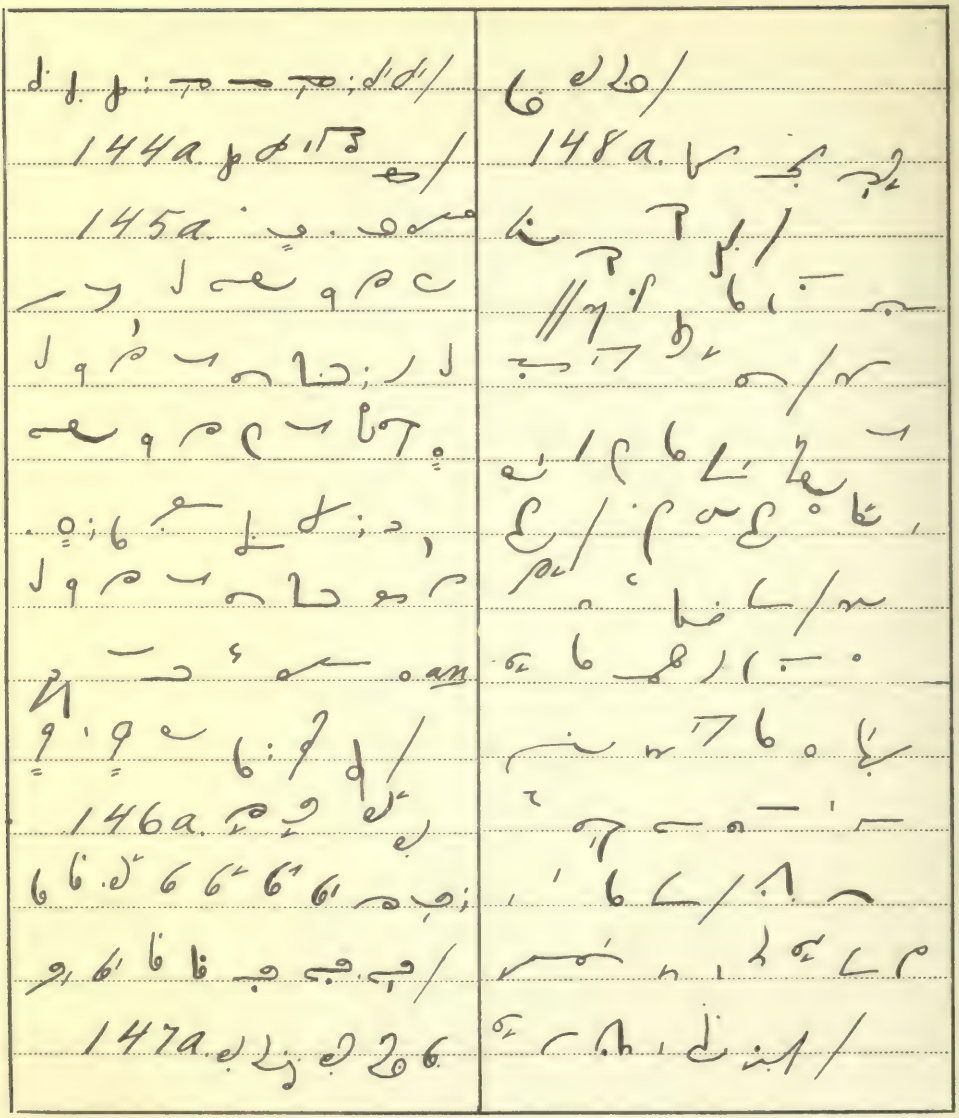

LESSON XVIII.



149 a. CLASS 2. F-, V-, and N-HOOK WORDSIGNS AND CONTRACTIONS

...or if, I have;... and if, and of; to have; and have; whoever; ...and what;

and would; .....learn; .....hopeful-ly; .....perfect; proof, prove, Prof.; ..approve;

expense; .....appearance; .....compliance; .....appliance; explain-ation; before;

.....combine; been; .....to have been; often; .....even; have been; .....when;

one; .....whenever; .....western; .....northwest; .....northwestern; southwest;

southwestern; .....whichever, which have; .....which have been; .....agent; .....agency;

.....between; whatever; .....at once; .....circumstance; twelve; .....thankful-ly;

.....thankfulness; .....within; they have; .....southern; .....useful-ly-ness;

.....careful-ly; .....descriptive; .....conform; confirm; .....conformable-ly; .....can;

.....question; .....questionable-ly; .....we can; .....consequence; .....consist-ed;

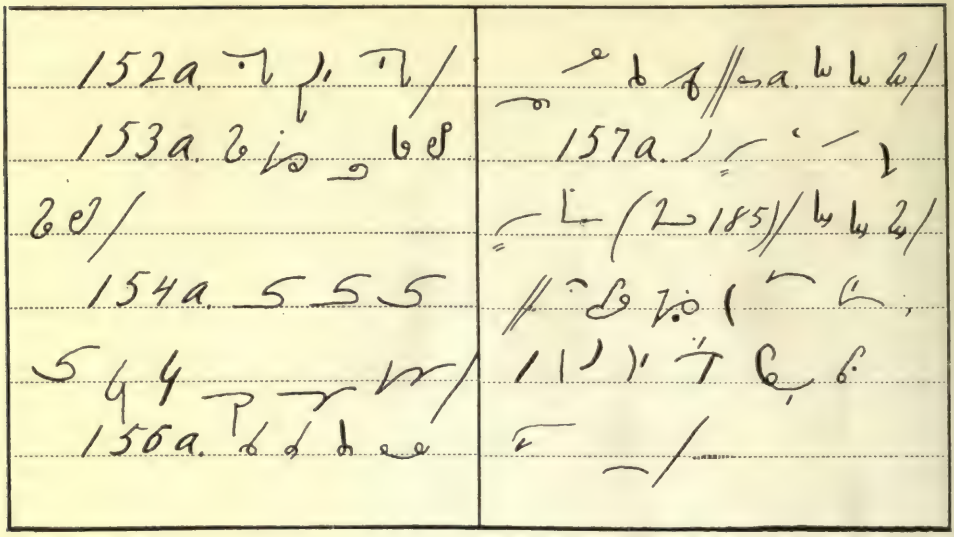
.....consistency; .....construct; -ed; .....construe; -ed; .....men; man; .....human; .....mistaken;

.....inconsistency; .....inconsistent; .....northern; .....lengthen.

## LESSON XIX.

150 a.

151 a.



158 a. CLASS 2. SHON- and TIV-HOOK WORDSIGNS AND CONTRACTIONS

.....separation; .....complication; .....application; .....perfection; .....expression;

.....suppression; .....proportion-ed; .....proportionate; .....proportionately; .....operation;

.....position; .....opposition; .....possession; .....objection; .....objective; .....subjection;

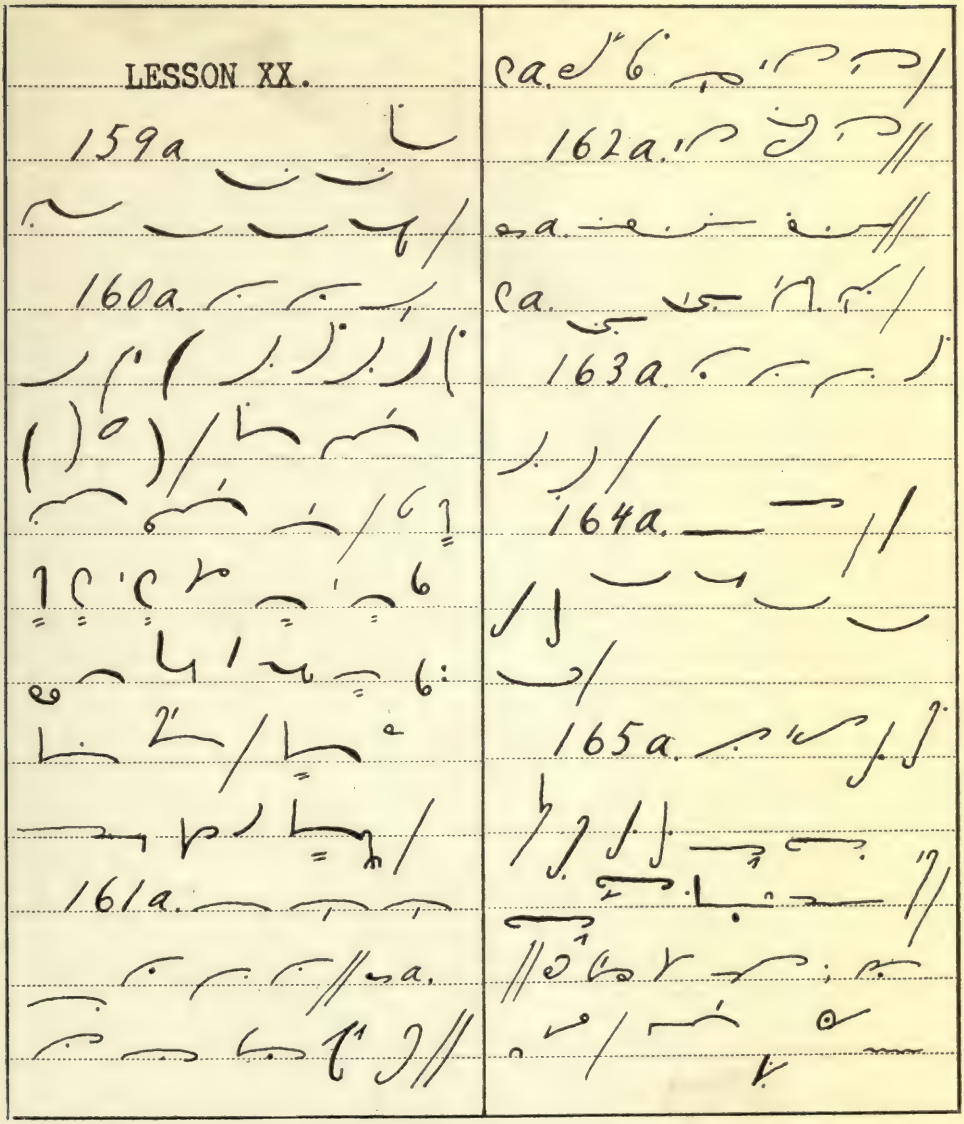
.....subjective; .....tuition; .....situation; .....extension; .....condition; .....conditional;

.....direction; .....duration; .....consideration; .....in consideration; .....conclusion;

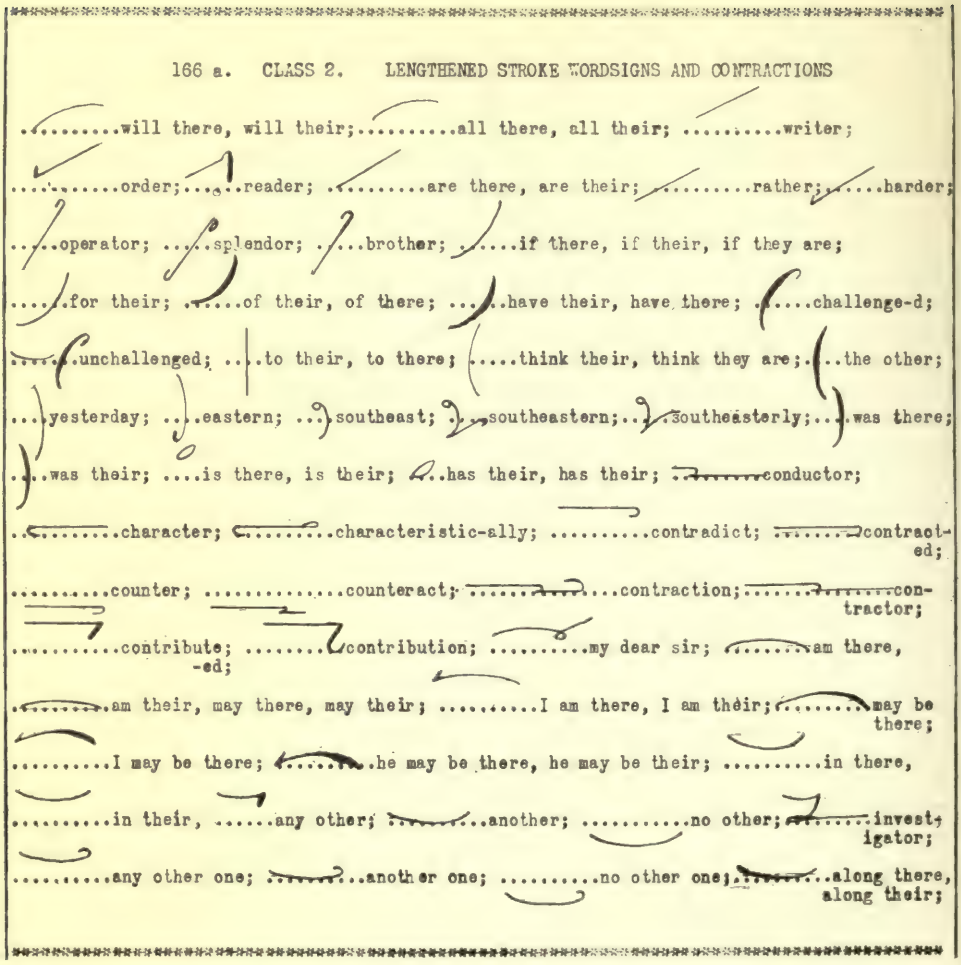
.....correction; .....corrective; .....description; .....descriptive; .....construction;

.....information; .....institution.

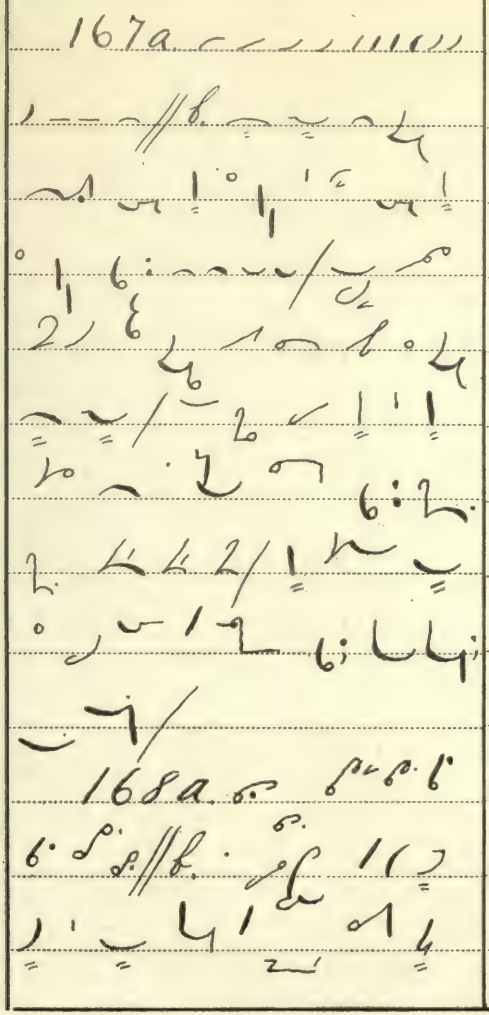
## LESSON XX.



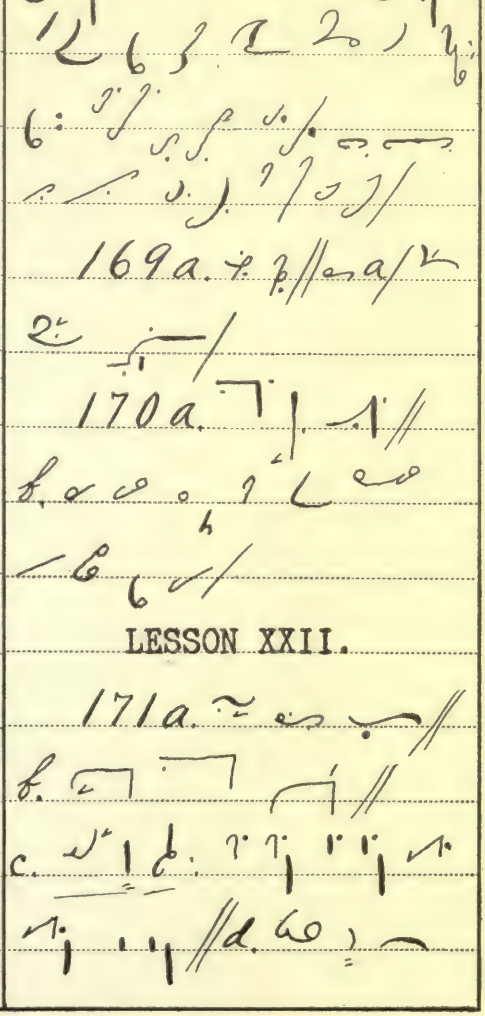
166 a. CLASS 2. LENGTHENED STROKE WORDSIGNS AND CONTRACTIONS

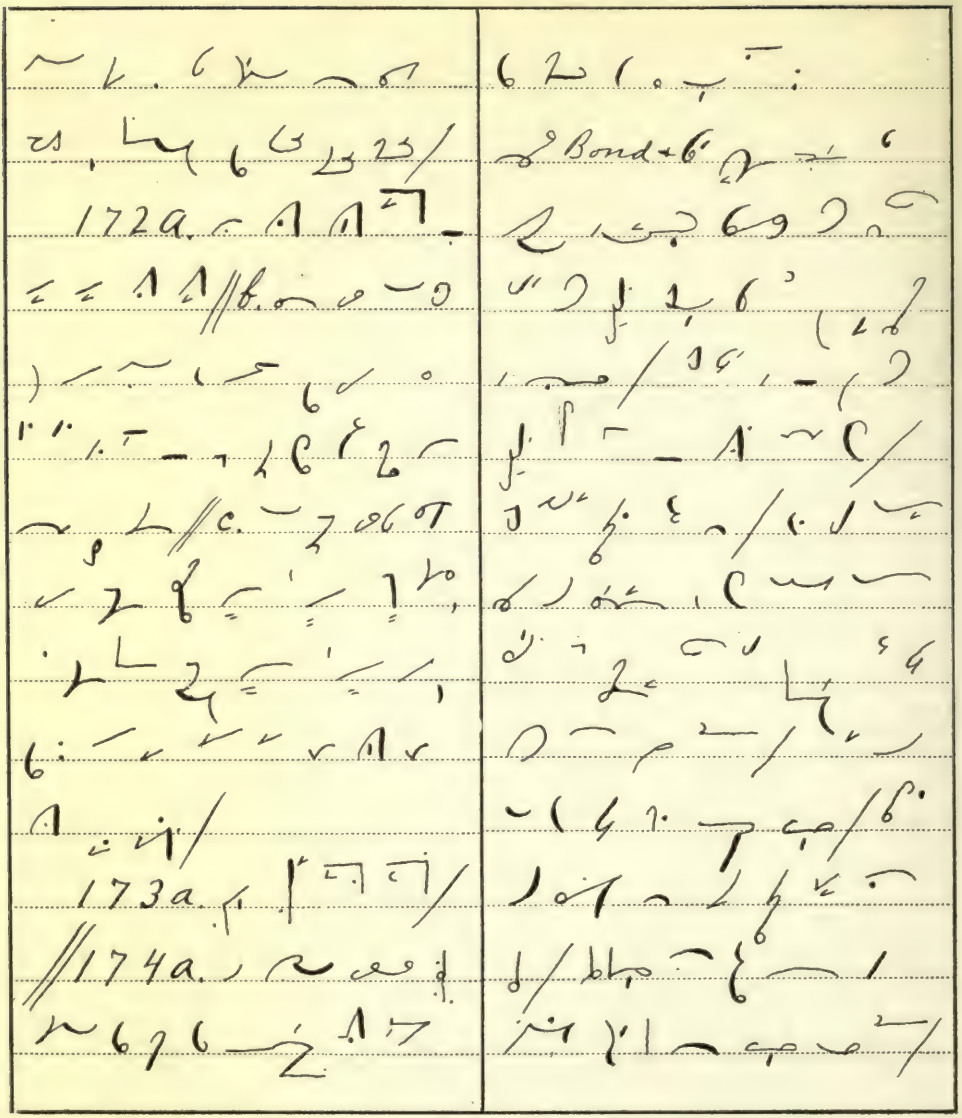


## LESSON XXI.



## LESSON XXII.





174 a. CLASS 2. HALF-LENGTH WORDSIGNS AND CONTRACTIONS

world, held, hold, old; lord, Lord, ordinary; lordly, ordinarily; repeat-ed;

rapid; rapidity; repute; reputation; heretofore; certain;

certainty; word; onward; forward; afterward; heard; were not;

machinist; shorthand; shortened; put; operate; accept,ance-ation;

except-ed; complete, complied; completed; applied; appeared, particular;

particularly; particularity; particularize; opportunity, pretty;

practice; practical; practicable; propriety; appropriate-d; permit

permitted; prompt-ed; promote-d; spirit; separate; spread;

sport; support-ed; hospital; hospitable; hospitality; profit-phet;

profitable-y; prophetic; perfected; explained, splendid; comprehend;

apprehend; superintend-ed; superintendent-ence; body; anybody;

nobody; somebody; about; beauty; beautiful-ly; beautify; exhibit;

ability, build, built; building; remembered; numbered; behind,combined;

abundant-ce; husband; husbandman; husbandry; if it; after;

Philadelphia; of it; virtue; overtake; enlarged; gentlemen;

gentleman; enlargement; toward; extend, extent; testament; testamentary;

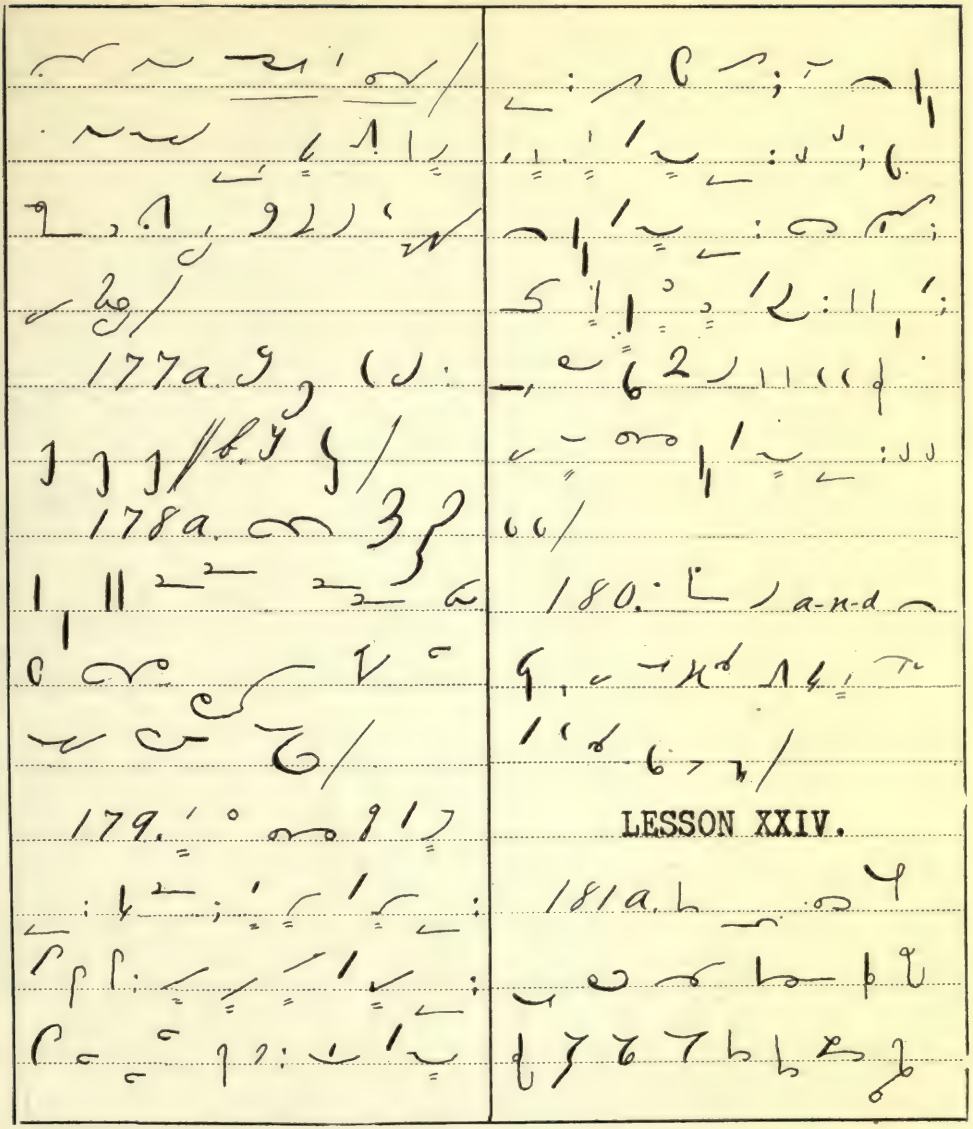
transcript; withstand; did not; do not; had not; I did not; I do not;

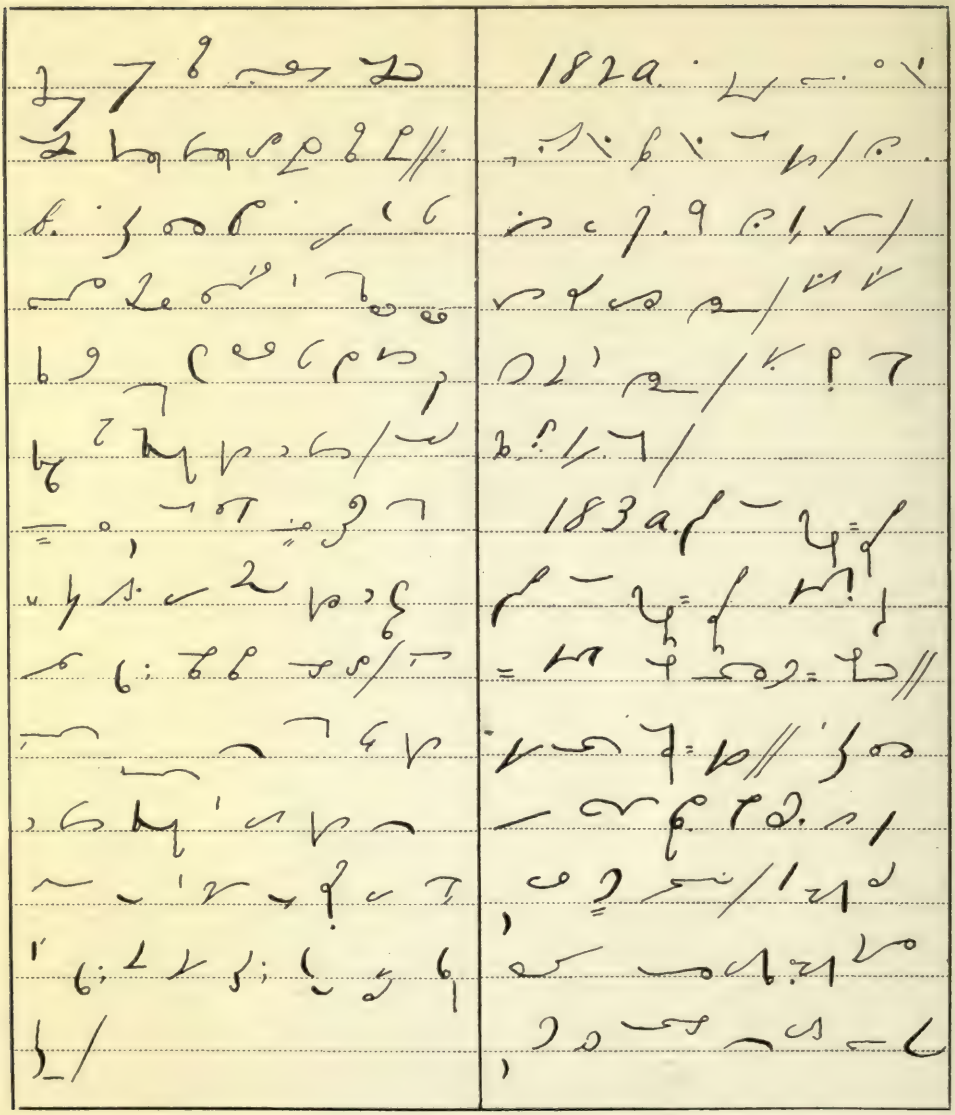
.I had not; ....you did not; .you do not; ....you had not; ....he did not; .he don't ....he had not; .....identical-ly; ....accident; ..establish; ..establishment;...astonish; ....astonishment; ....is it; ..as it, has it; ....is it not; .has it not; ....quite; ....could; ....cared; ....cured; .....correspond-ed-ent-ence; count-y; ....account; .....con'duct; .....conduct'; .....contact; ....consequent-ly; .....cannot; ....might-y; ....mightily; .....marked; .....market-ed; ....immediate; .....immediately; ....somewhat; ..sometime; .....day time; .....night time; ....am not, may not, amount; ....movement; .....improvement; ....nature; .....naturally,natural; ....hundred, under; ....is not; ....as not, has not; ...undertake; ..understand; ..understood; .....indiscriminate-ly .....indiscrimination; ....investigate; ...intelligent; ..intelligence; ..interest; ...intelligible-ly; ..intelligibility; .....in writing; .....handwriting; .....northeast; .....in regard; ...indispensable; .....lengthened; .....longhand.

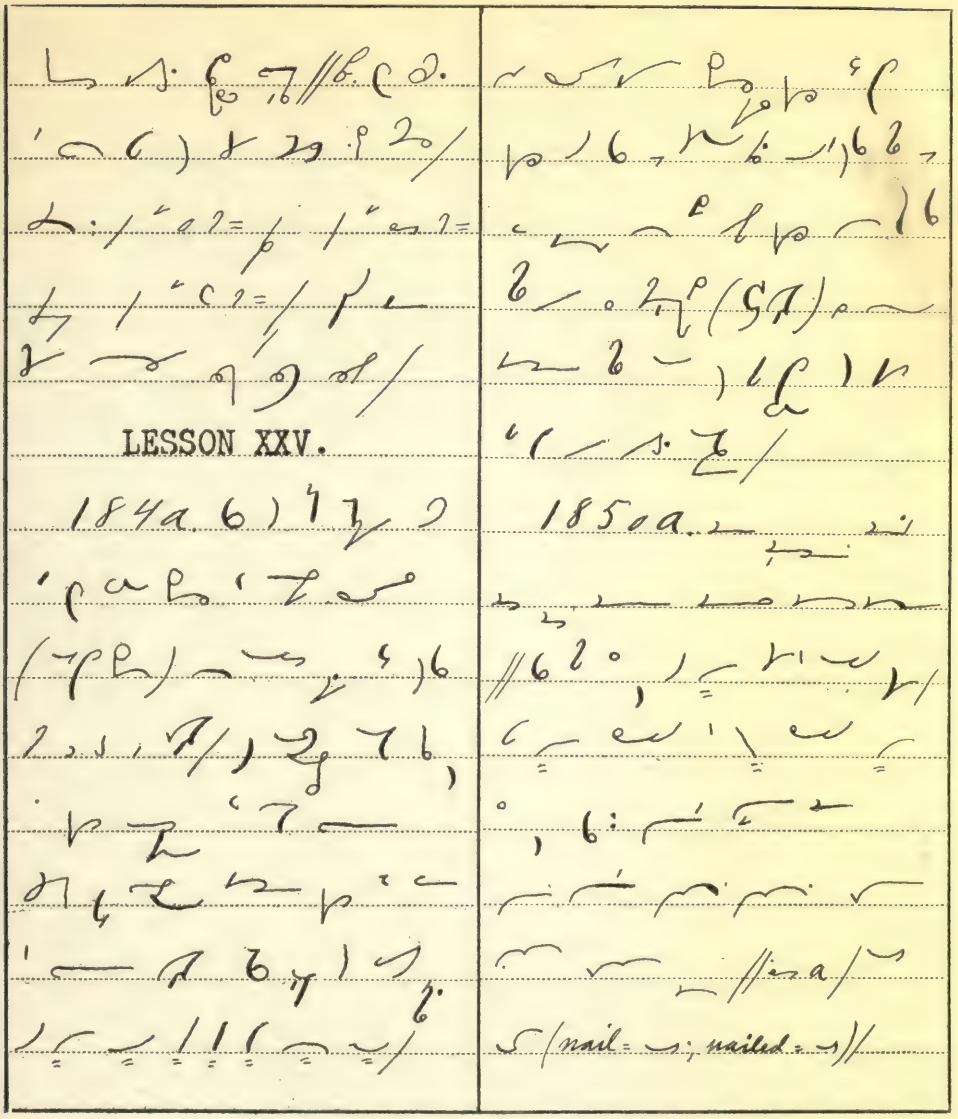
## LESSON XXIII.

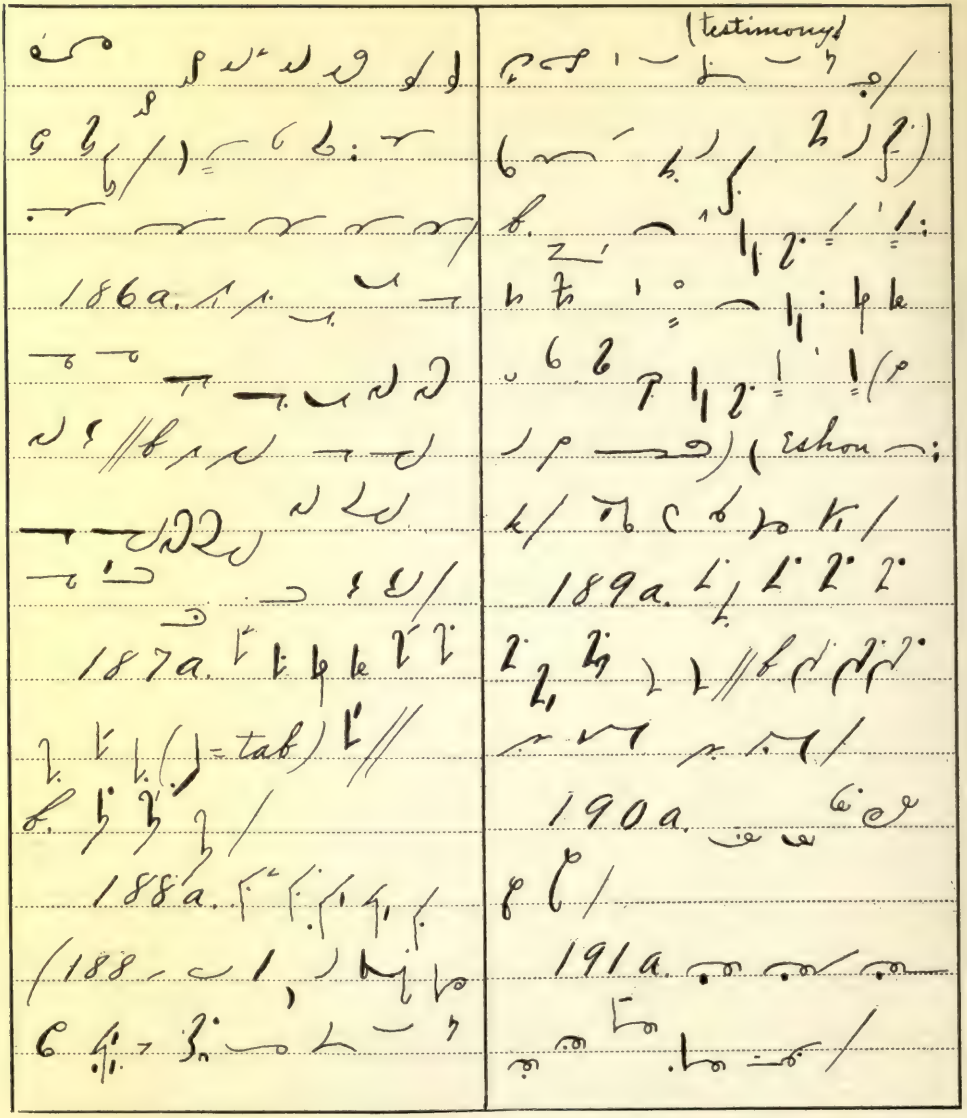
175a.

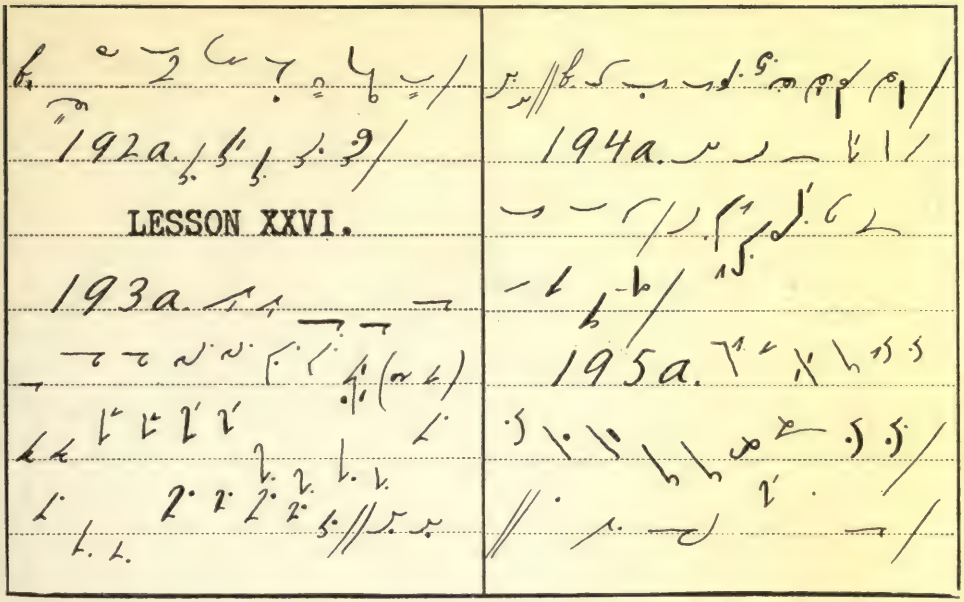
176a.






LESSON XXV.


(testimony)
186a.
187a.
188a.
189a.
190a.
191a.




195 a. CLASS 2. TICK-LENGTH VOWEL AND CONSONANT WORDSIGNS &C.

.....wrench; .....ranch; .....range; .....especial-ly; .....penal-ty; .....punish-ment; .....penitentiary; .....pencil; .....pencilled; .....penciling; .....petition; .....petition-ed; .....partition; .....partitioned; .....substantial-ly-ity; .....influential; .....gentle-ly; .....circumstantial-ly; .....accidental-ly; .....confidential-ly; .....confidently; .....Massachusetts; .....nearly; .....entirely; .....naturally; .....nicely; .....anyhow; .....nohow; .....somehow; ..... O K; .....English; .....Englishman-men; .....anxious-ly; .....cautious-ly; .....caution; .....negotiate-d; .....negotiation; .....although.

## LESSON XXVII.

197a.

199a.

200a.

201a.

202a.

203a.

204a.

205a.

206a.

207a.

208a.

209a.

210a.

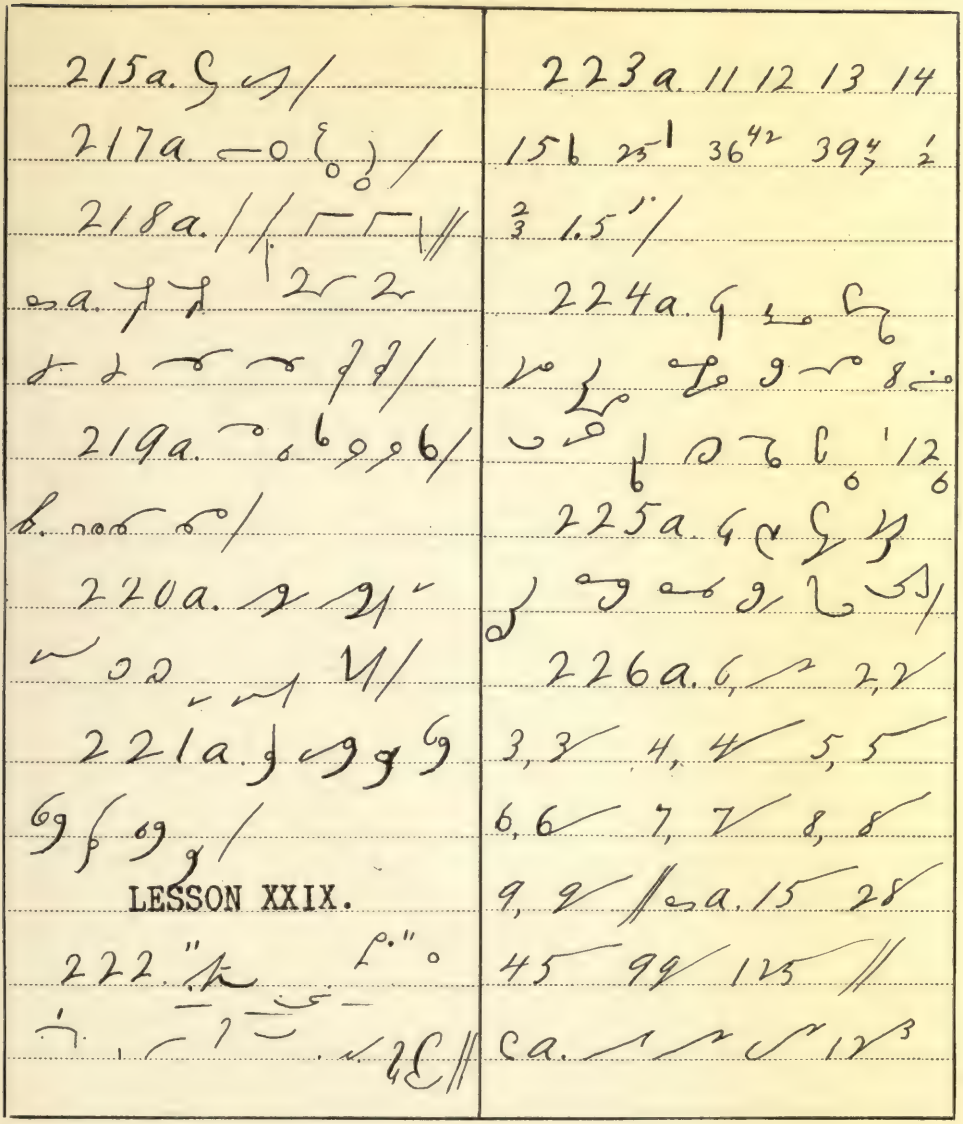
211a.

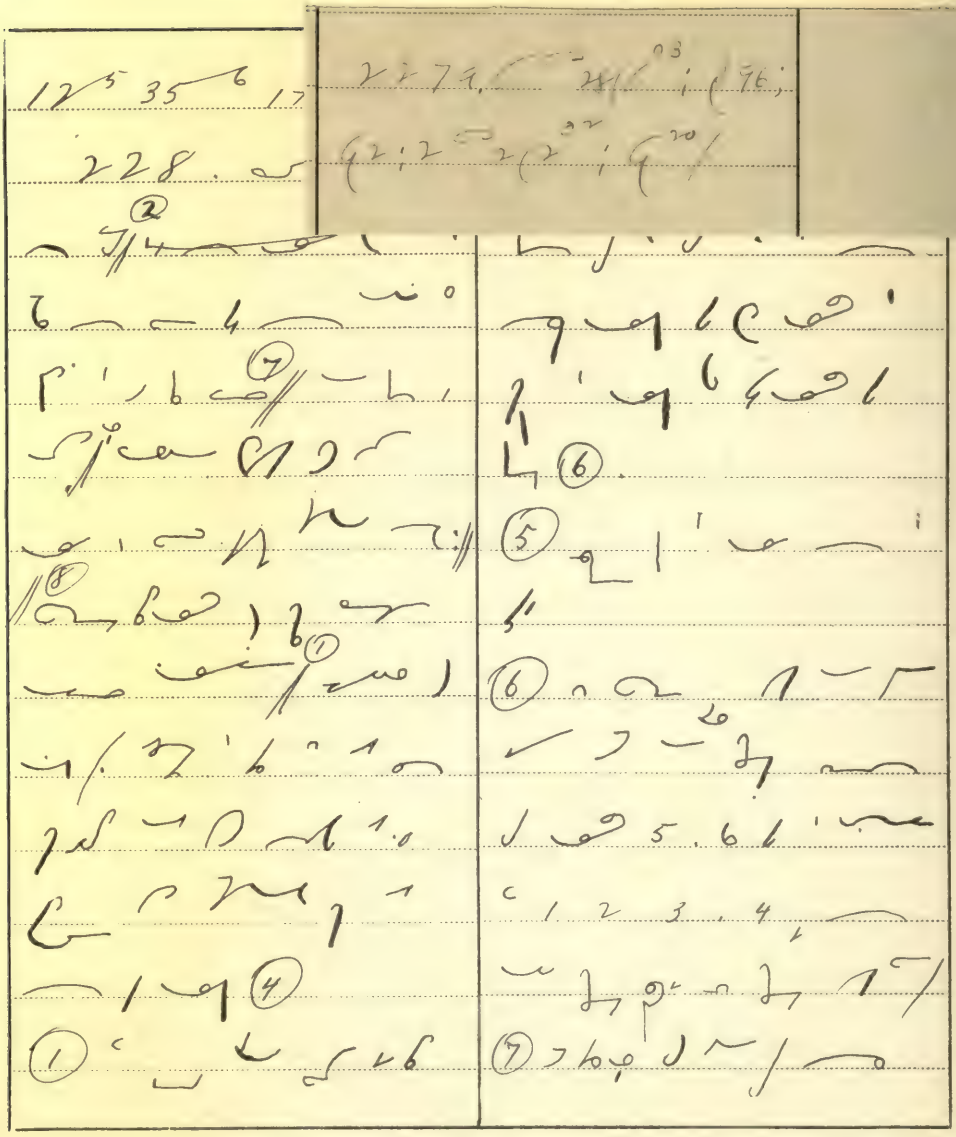
212a.

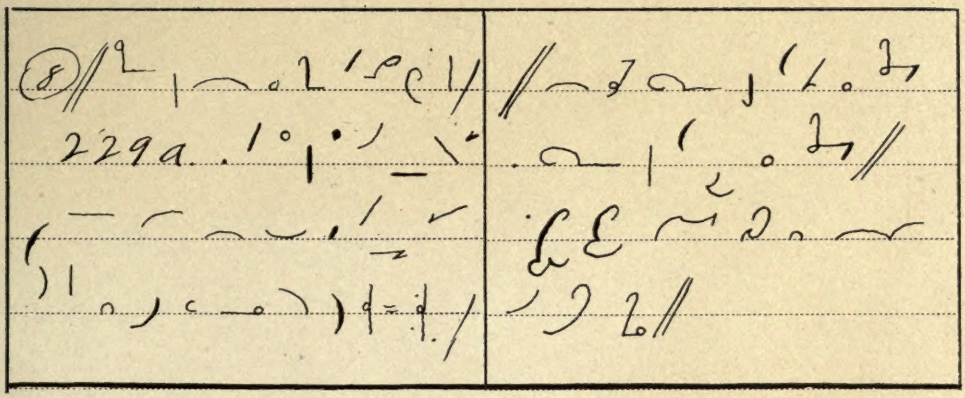
## LESSON XVIII.

213a.

214a.







BRIEF-W and -Y ENLARGED

For the purpose of wordsign making, Brief W may be enlarged to add another w sound, thus: Weh ⊂ , Wehweh ⊂ ; Wuh ⊃ , Wuhwuh ⊃ ; Enlarged Brief W, inclined in the direction of Pee or Ray, adds the sound of y, thus: Wehyeh ∪ , Wuhyeh ∩ . Brief Y, enlarged, adds w or y sound, thus: Yeh ∪ , Yehyeh ∪ ; Yuh ∩ , Yuhyuh ∩ . From these we have the following combinations:

⊂ ⊂ ⊃
....we were, we would; ....with what; ⊂ were we, were with; ....what we, what were, what would;

∪ ∪
....would we; ....we yet; ....with you, with your; ∪ were you, were your, were yet;

∩
....what you, what your; ∩ would you, would your; ∩ you were, you would; ∪ yet you, yet your;

L- and R-HOOKS may be applied to TICK WORDSIGNS, as follows:

⌐ ⌐ ⌐ ⌐
....or will; ....of her; ....of all; ....all her, all are; ⌐ but are; ⌐ but will; ⌐ to all he will

⌐ who are; ⌐ who will.

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